

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**Post Office Box 980550
West Sacramento, CA 95798-0550
www.bsis.ca.gov**UNLICENSED AND UNREGISTERED ACTIVITY LEAD FORM**

Date/Time: _____ License Type (select below): _____

Note: The Bureau only has jurisdiction over the following Industries:

- Alarm ▪ Locksmith ▪ Private Investigator ▪ Repossessor ▪ Training Facilities and Instructors
- Private Security Companies ▪ Security Guards ▪ Proprietary Security Officers (In-House Security)

SUBJECT(S) / BUSINESS INFORMATION

Subject's Name: (First) _____ (Last) _____

Subject's Address _____

Phone Number: _____ Email: _____

Business Owner's Name: (First) _____ (Last) _____

Business Name(DBA) _____

Business Address: _____

Phone Number: _____ Alternate Phone Number: _____

LOCATION AND CONTACT INFORMATION OF SUBJECT

Worksite Street Address _____

City: _____ State: _____ Zip Code: _____

Cross Streets : _____

Worksite Location: _____

Worksite Contact: _____

Worksite Phone Number: _____

DETAILS OF UNLICENSED ACTIVITY

Describe Unlicensed/Unregistered Activity:

- ☐ This information is from my direct knowledge. ☐ This information was provided to me.

REPORTING PARTY INFORMATION

Name: (First) _____ (Last) _____

Address _____

Phone Number: _____ Email: _____

TREAT AS CONFIDENTIAL ☐ Yes or ☐ No (Check your choice)

- **PROVIDING PERSONAL INFORMATION IS VOLUNTARY.** You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your name, home address, or home telephone number, you may remain anonymous. However, the Bureau may have limited ability to help you resolve your complaint.

BSIS UNLICENSED / UNREGISTERED ACTIVITY LEAD FORM

The BSIS Unlicensed Activity Lead form is for filing a complaint against an unlicensed or unregistered person (s) who is/are performing the following professions:

- Alarm ▪ Locksmith ▪ Private Investigator ▪ Repossessor ▪ Training Facilities and Instructors
- Private Security Companies ▪ Security Guards ▪ Proprietary Security Officers (In-House Security)

It is illegal for a person(s) or business(s) to operate within any of the above professions without a license and/or registration. California Business and Professions Code Section 16240 States:

Every person who practices, offers to practice, or advertises any business, trade, profession, occupation, or calling, or who uses any title, sign, initials, card, or device to indicate that he or she is qualified to practice any business, trade, profession, occupation, or calling for which a license, registration, or certificate is required by any law of this state, without holding a current and valid license, registration, or certificate as prescribed by law, is guilty of a misdemeanor.

The Bureau can also impose disciplinary actions against a licensee for employing unregistered employees that are required to be registered.

Please provide as much detailed information as possible in completing this form. Location(s) and Time(s) of activity are important. Unlicensed and Unregistered Activity Lead Forms are processed according to receipt date, priority and resource availability

After completion of the Lead Form you can mail, fax or email the form to the Bureau.

Mail: Post Office Box 980550
West Sacramento, CA 95798-0550
Attention: UA Action Unit

Fax: (916) 575-7289

Email: uaau_bsisunit@dca.ca.gov
